



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

2014 JUN -5 PM 3:25
COUNTY OF SANTA BARBARA
CLERK OF THE BOARD OF SUPERVISORS

Department Name: Probation
Department No.: 022
For Agenda Of: June 17, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Name & Phone
Director(s) (805)882-3672
Contact Info: Name & Phone
Lee A. Bethel, Deputy Chief Probation Officer, (805)882-3675

SUBJECT: Contract to provide Dinner meals at the Santa Maria Juvenile Hall

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: No

Recommended Actions:

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute the attached Agreement for Services of Independent Contractor with Vocational Training Center (VTC) to provide dinner meals at the Santa Maria Juvenile Hall (SMJH) for Fiscal Year (FY) 2014-15, with a total contract amount not to exceed \$162,425 (Attachment A); and
- B. Determine that the approval of the Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that this activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that this activity may have a significant effect on the environment, the activity is not subject to CEQA, and direct staff to file a Notice of Exemption (Attachment B).

Summary Text:

VTC has provided dinner meals to the SMJH under the current bid since FY 2007-08. Approving the attached Agreement would continue services through FY 2014-15 at an increased per meal cost from FY 2013-14. The cost would increase from \$3.52 per meal to \$3.56 per meal, increasing the contract amount by \$1,825 to a total contract amount of \$162,425.

Background:

Auditor-Controller Concurrence

As to form: Yes

Since FY 2007-08, VTC has provided dinner meals to the Santa Maria Juvenile Hall (SMJH). The SMJH houses approximately 60 youthful offenders on a daily basis and is responsible for the health and welfare of youth detained there, including the provision of meals. Breakfasts are prepared by Food Services Workers employed by the Probation Department. Lunch meals are prepared under contract with Community Action Commission. The attached Agreement ensures that the County only pays for those meals ordered on a daily basis by SMJH staff. It allows for a maximum of 125 meals and a minimum of 75 meals per day.

Performance Measure:

Meals must provide one-third of the Recommended Dietary Allowances (RDA) for protein, calcium, iron, vitamin A, and vitamin C.

Meals are to contain no more than 30% of calories from total fat and 10% of calories from saturated fat.

The dinner and lunch meals, in combination with the breakfast meal, shall not exceed the daily minimum caloric and nutrition standards set forth in the Minimum Standards for Juvenile Facilities by Subchapter 5 of Chapter 1 of Division 1 of Title 15 of the California Code of Regulations, including Article 9 and specifically Section 1461.

Contractor must maintain menu, food production and temperature records which demonstrate that the required food components, food items, or menu items are served each given day.

Meals shall be delivered to the SMJH and at the times specified in the Agreement.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$162,425		
State			
Federal			
Fees			
Other:			
Total	\$ 162,425.00	\$ -	\$ -

Narrative: Funds for this Agreement are included in the Probation Department's FY 2014-15 adopted budget. Executing the Agreement will not increase the general fund contribution to the Probation Department.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send one (1) fully executed original of the contract and one (1) minute order to:
Michael Cameron, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

Attachments:

Attachment A: VTC Agreement for Services of Independent Contractor (2 originals)

Attachment B: CEQA Notice of Exemption

Authored by:

Brian Swanson, Probation Manager

cc: VTC